

**Richmond Public Library
Meeting of Trustees
3 December 2019**

Call to Order:

The meeting was called to order at 1:30 pm by Mr. Jerry Mills Chairman of the RPL Board of Trustees. The meeting was attended by Ms. Wendy O'Brien RPL Librarian, Douglass Bartlett Treasurer, and John Lewis Secretary.

Recognition and Comments of Guests

No guests attended this meeting.

Disposition of Minutes of Previous Meetings

DB moved that the minutes of the 28 October 2019 RPL Trustees Meeting should be accepted without revision. JM seconded.

Treasurers Report

Douglass Bartlett reported the balances were held in the checking accounts

Checking Accounts

Operations Acct

As of 3 December 2019 **\$18,428.61** was available in the Operations Acct at TD Bank

Librarian's Account Acct

As of 3 December 2019 **\$1110.37** was held in the Librarians Account account.
The treasurers report was accepted. JAL motion. JM seconded.

Librarian and Archivist Report:

Wendy's Librarian's Report of 22 October 2019 was accepted without revision.
Motion by JM. Seconded by JAL

Librarian Report

Wendy reported that the Saturday Knitting Circle, Teen Pizza Night, and RPL Book Club continue to be well attended. The Wednesday and Saturday Story Times for young Richmond Children continue to reach out to attract children and new initiatives will continue to focused on an outreach to new Richmond residents with young children. Wendy's diligent commitment to establishing the Story Times for young Richmond Children will likely be successful as the Holidays pass and a cheerful outing and learning experience enliven a long otherwise housebound winter.

Archivist Report

Wendy continues to consolidate boxes of archival materials held in Keene Storage which should ultimately reduce storage costs. All Richmond Rooster boxes have been consolidated. Three research requests have been responded to. The rescanning of photographs lost to the computer failure in 2019 continues with JAL and DB committed to the completion of the task following the 2019 Holidays.

It is important to note that the Richmond Archives are not only a community resource but are relied upon by a larger community of distant historians with Richmond associations and the address of queries are a part of the Archivists many duties. The thoughtful and timely fulfillment of research requests reflects positively on the RPL and presents Richmond as a community mindful of its rich heritage.

A collection of materials donated by Jan Weekes has served to inaugurate the Jan and Bob Weekes Collection.

RPL Maintenance and Rehabilitation

The RPL is pleased that the Town Selectmen have approved the storm windows to control winter heating costs at the RPL and is awaiting the contractor to measure and order the windows.

Old Business

The plaque to note the significance of the granite threshold to be installed at the entrance to the RPL garden has been received from Healy Plaques, and delivered to Athol Granite who sent photographs of the plaque positioned on the newly buffed threshold. The buffed threshold looks splendid and the plaque will be set in the spring and the threshold delivered for final placement in the garden.

The proposed 2020 RPL Budget was presented by Wendy O'Brien to the Selectmen on the evening of 4 November 2019 with John Lewis and Jerry Mills in attendance. Approval of the request for additional hours for an assistant to Wendy was granted and will be voted upon at the March 2020 Town Meeting with the expectation that with Town Approval the Library Assistant will begin to expend additional hours in support of Wendy.

New Business

The removal of snow from the RPL Parking Lot from the storm on 1-2 December 2019 was accomplished by simply plowing the parking lot snow into the RPL garden depositing a mountain of snow which nearly obscured the library sign and of greater long term consequence, to be determined with the snow melt, of ripping out the perennials planted in the front of the garden. An attempt to mitigate the unsightliness and damage to the garden was made in good faith. Discussions needs to be held re future plowing operations and expectations. It is likely that a replanting of perennials lost to the snow removal effort will be required in the Spring of 2020.

Monetary Gifts and Donations

No donations were received since the last RPL Trustees meeting

Next Meeting

The meeting was called to close at 2:30 pm.

The next meeting of the RPL Trustees will be held at the RPL at 1:30pm.

14th January 2020

Submitted 11 December 2019

John A Lewis
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